



Internship Report On

“Loan and Advance Operation of Sonali Bank Limited-A Study on Farmgate Branch”

[This internship report is submitted for the fulfillment of the degree of Bachelor of Business Administration with a Major in Finance]

Prepared By

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Date of Submission: 11th February, 2022

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Letter of Transmittal

February 11, 2022

Mrs Sabrina Akhter

Assistant Professor

Department of Business Administration

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Subject: Submission of Internship Report.

Dear Ma'am,

It's my gladness to in present the report "Loan and Advance Activity of Sonali Bank Limited. A Concentrate on Farmgate Branch" as a necessity of the BBA program of the Division of Business Organization for your attention. I have finished the report eventually and met every one of the proposed targets. Beside the instructive information acquired, this temporary job program and readiness of the report have allowed me the opportunity to get a handle on the point related information. I have embraced a true exertion for the effective finish of the report. It's to be referenced further that without your recommendation and participation it'd not be imaginable in the interest of me to finish this report. I will be satisfied to answer any range of questions you feel that fundamental in regards to this report.

Therefore, I hope your caring thought during this respect, I will actually want to be extremely appreciative assuming you acknowledge my analysis report and oblige thereby.

Yours Sincerely,

Mrinal Kanty Paul

ID: 152-11-4811, BBA (Finance)

Batch: 41th

Department of Business Administration

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Approval Certificate

This is confirmed that Mrinal Kanty Paul, ID 152-11-4811, BBA (Finance), is an understudy of Department of Business Administration. Faculty of Business and Entrepreneurship, Daffodil International University. He has completed his internship at Sonali Bank Ltd. Under my supervision. His entry level job report depends "Credit and prepay activity of SBL-A Study on Farmgate Branch". I accept that the report is satisfied the essentials of BBA degree. I have encountered the report and felt that it is richly created.

I wish him each progress throughout everyday life.



Mrs Sabrina Akhter

Assistant Professor

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

Declaration

With done hereby declare it the internship report entitled “**Loan and Advance Operation of SBL**” A study on Firmgate Corporate Branch & submitted to Daffodil International University for the level of Lone ranger of Business Organization is a unique work.

I further declare that no part or whole of this report has been presented to any University or Institution for any stage of Degree.

Mrinal Kanty Paul

.....
Mrinal Kanty Paul

ID No: 152-11-4811

BBA (Major in Finance)

Faculty of Business & Entrepreneurship

Department of Business Administration

Daffodil International University

Acknowledgement

At the earliest reference point, might want to offer my most profound thanks to the All-powerful God for giving the capacity and the solidarity to complete the responsibility effectively inside the planned time.

This Entry Level Job report “SBL” would have been arranged with satisfy the prerequisite of Bachelor of Business Administration degree and especially lucky that I have gotten genuine direction, oversight and co-activity from different people.

Also I would like to express heartiest thanks to supervisor, Sabrina Akter, Assistant teacher, Branch of Business Organization, for his persistent direction, support, and patience, and for offering the chance to accomplish this work and has significant ideas and severe direction made it conceivable to set up an efficient report.

Likewise obligated to Miss. Masuma Akter, Mrs. Afsana, Mrs. Sharmin Akter, Md. Pulok Das, Md. Mosiur Rahman and all staff of Sonali Bank Limited of Farmgate Branch who sympathetically saved for quite a bit of their valuable time in giving help and data. During the entry level position it was dealt with so warmly by the SBL, Farmgate corporate Branch and staffs that vibe the workplace like the subsequent home.

At last, with deepest appreciation to my guardians for everything what they did for me, consolation, & perpetual affection.

Mrinal Kanty paul

Executive Summary

This report is set up as essential of BBA program. This report place three months working experiences in Farmgate Branch, Sonali Bank Limited. This report will provide an undeniable idea with respect to Credit and Repays Arrangement of SBL.

In the report, central object to contemplate the publicizing approaches Bank Limited. This Bank endeavors to give better organizations which prompts higher purchaser steadfastness. The information of the report has assembled from helper sources like books, dispersed reports and site of the Sonali Bank Limited. It consolidate wellspring of existing/appropriated data, for instance, Functional manual, official site, banking journals. Research papers and record clarification.

From data examination, found that client have picked Sonali Bank Limited for its philanthropy and security, strong acknowledge and propel structure as will. Its most satisfied help is giving credits to the clients.

Sonali Bank Limited ought to give more effort to make all around set up exhibit concerning Bangladesh. Sonali Bank Limited should be logically versatile to apportion credit and advance. The bank should be extended cash counter. Sonali Bank Limited give credit in different region.

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Chapter -1

Introduction

1.1 Introduction:

It has become principal for every person to have a couple of thought on the bank and banking methodology. As schooling system dominantly text based, consideration of practical orientation program is a special case for the standard. From reasonable information, we will actually want to know genuine circumstances and begin a vocation with some pragmatic experience. The BBA course is planned with a brilliant mix of useful and hypothetical viewpoints. Subsequent to finishing BBA, certain times are safeguarded for internship.

As an understudy of BBA, internship is a scholarly necessity. For internship, each student is expected to work in a chose foundation to improve one's viable information and experiences. So have chosen to Sonali Bank Limited (SBL), Farmgate branch. In this present circumstance will arranged report on "Loan and Advances of Sonali Bank Limited". Essentially, this report will be highlight on Broad Banking and Credit management of the bank, Construction, Examination, Present status, Execution of SBL, Own Insight, Proposal and End

1.2: Motive of the Review:

In this review's motives are as follows:

- Applying hypothetical information in the functional field.
- Will get sufficient information about loan and advance activity of SBL.
- To propose a superior simple of upgrading the presentation of the Bank.
- To obtain information about the ordinary financial activity of Sonali Bank Limited.
- To make myself more certain and dynamic in future to finger.
- To suggest the ways, methods and strategies to further develop the exhibition loan and advance activity.

1.3: Meaning of the Review:

This report is a critical mostly essential of four years BBA graduation program. This is because data and learning become brilliant when it is connected with speculation and practice. By this entry level position program students can spread out contacts and frameworks organization. Contacts could help with tracking down another profession in commonsense of everyday life. For a student, he can get ready & gotten himself in a gigantic market position. Bangladesh is a very poor country & it has a stunning sum of jobless lettered person. Because these lettered person have no temporary professional training, these lettered person have not had the choice to get common master insight of spread-out frameworks organization system, which is huge in tracking down another profession. As such, obviously in the meaning of temporary job is plainly look like real to vital essential of 12 semester Bachelor of Business Administration program.

1.4: System:

Procedure suggests the fundamental piece of a review & most common method of gathering data and organizing it with regards to the important matters of the review. It is planned in a manner so that it communicator to accomplish the targets of the review. Type: As it will figure out the inner course of The Sonali Bank Limited" to deal with its CMS, so I need to depict its entire administration cycle of Credit risk by examining a few measurable information. Thus, according to my perspective, it is an insightful report and as well as distinct kind.

1.4.1: Data Collection:

The accompanying sources have been to accumulate and assortment information as required.

1. Primary Sources.

2. Secondary Sources.

1.4. 1.a: Primary Sources:

- Practical office work.
- Eye to eye discussion with official.
- Direct perception.
- Eye to eye discussion with client.
- Hearing the discussion among official and client.

1.4. 1.b: Secondary Sources:

- SBL's Yearly Report.
- Significant document concentrate as given as for the corporate employee.
- Alternative division astute functional ledger book of SBL.
- Various source connected with bank sector.
- Different course book and materials
- Related joins accessible in the Web.
- Sonali Bank Ltd. website.

1.4.2: Data Analysis:

Examination of information is a course of looking into, cleaning, changing, and still up in the air to highlight supportive information, suggesting finishes, and supporting route.

1.4.2. A: Techniques:

I have been utilize some Bookkeeping methods to examine the information. Those are:

- Trend Analysis.
- Ratio Analysis.

1.5: Scope & Limitation of the Study:

Scope:

Presently in this global age the exercises of business banking are exceptionally quick. The extent of the review is to dissect the advance and high level, credit endorsement and payment activity, execution and the functional administration, General financial division, Recuperation office and Store area during the temporary position time frame.

Limitation:

This study was not free from limitations. It means quite a bit to take note of that these restrictions have some way or another contribution fostering stunning & exceptional this review. Beneath these restrictions are:

- **Impediment of Period:** Significant constraint of entry level job studies is period obliged.
- **Absence of Auxiliary Information:** The main information are restricted in yearly studies & SBL financial data.
- **Restriction of Extension:** Since gathering information, bank authority didn't reveal extra data because security policy.
- **Absence of Involvement:** In this study may be having some blunder, for any reason best way of sources taking to avoid mistakes.

Chapter -2

Overview of the Organization

2.0 About the Bank

Not long later independence of the country Sonali bank emerged as the best and driving Nationalized business bank by declaration of the banks 'nationalization Request 1972 (official Request 26) liquidation the than public Bank of the Pakistan, chief Endlessly bank of Bhawalpur.

The bank has been changed over totally to a public ltd association with 100% obligation regarding government and started filling in as Sonali Bank Ltd from November 15-2007 taking command over all resources, liabilities and business of Sonali Bank. After corporatization, the organization of the bank has been given anticipated that autonomy should make the bank vicious and to keep up with its business, as a matter of fact.

2.1 Capital Structure:

Authorized Capital:	Tk 2000.00 Core
Paid up Capital	Tk 1125.00 Core

2.2 Mission

Given to extend a whole extent of significant worth things that help needs of people focusing on working on their lives, making a motivator for availing in the direction of monetary improvement of a nation.

2.3 Vision

Nationally dedicated driving financial establishment with worldwide presence.

2.4 The slogan

Your trusted partner in innovating banking

2.5 Corporate Culture of SBL

Workers of SBL Offer specific normal qualities which assists with making a SBL culture.

- The client begins things out.
- Look for capable significance.
- Receptiveness to novel contemplations and new strategies to help inventiveness.
- Speedy navigation.
- Adaptability & brief reply.

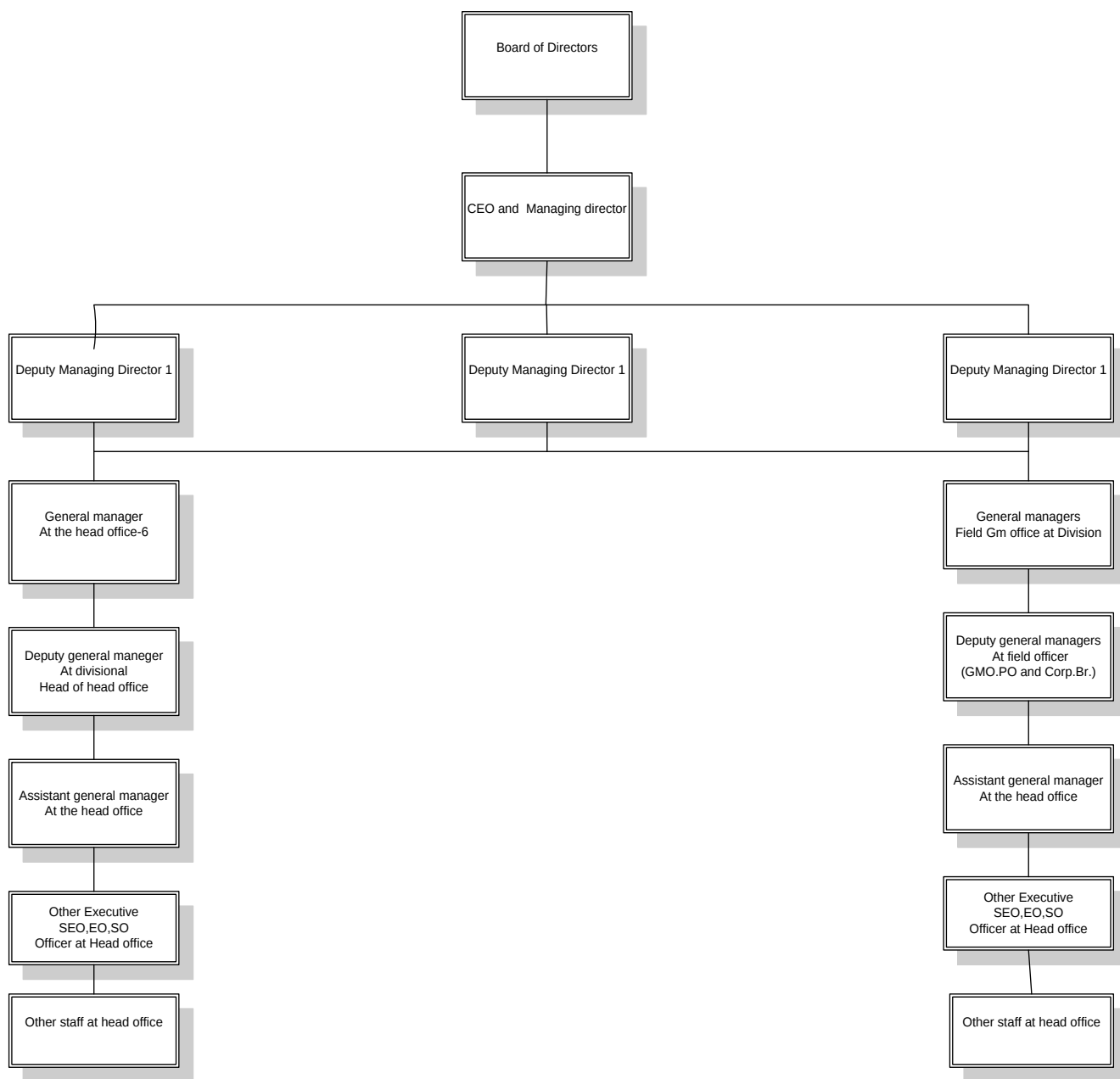
2.6 Systems of the SBL

- The Administer & workers of SBL have most useful way to update money related execution & guidance expense resource.
- To make a pass at buyer reliability however grade management and movement of ideal organizations.
- To recognize customers credit and other financial necessities and screen their acumen towards our exhibition in gathering those prerequisites.
- To audit and refresh strategies, methods and exercise to work on the ability to loosen up better help to clients.
- To prepare and foster all laborers and give them acceptable resources with the objective that clients need can be reasonably tended to.
- To advance a hierarchical viability by straightforwardly giving association plans, methodologies, rehearses and methods to agents in an ideal style.
- To foster a work environment that develops positive motivation for further developed execution.

2.7 Management:

The institution of the Banks vested on a top administrative staff, dependent upon by and large oversight and headings on strategy matters by the Board, which is comprised as far as Bangladesh Bank (Nationalization) Order 1972. Boards of directors, comprised by seven individuals, have independence to organize, operate and manage its endeavors on business thought inside the Board strategy of the Public authority. There are directors named by the Public authority. Different individuals from the Board including MD are likewise Government selected out of which somewhere around three had the involvement with the field of money, Banking, exchange, trade, industry and agribusiness. The managing Directors is the CEO of the bank executes every one of the exercises under the direction of the Board.

2.8 Organization Structure

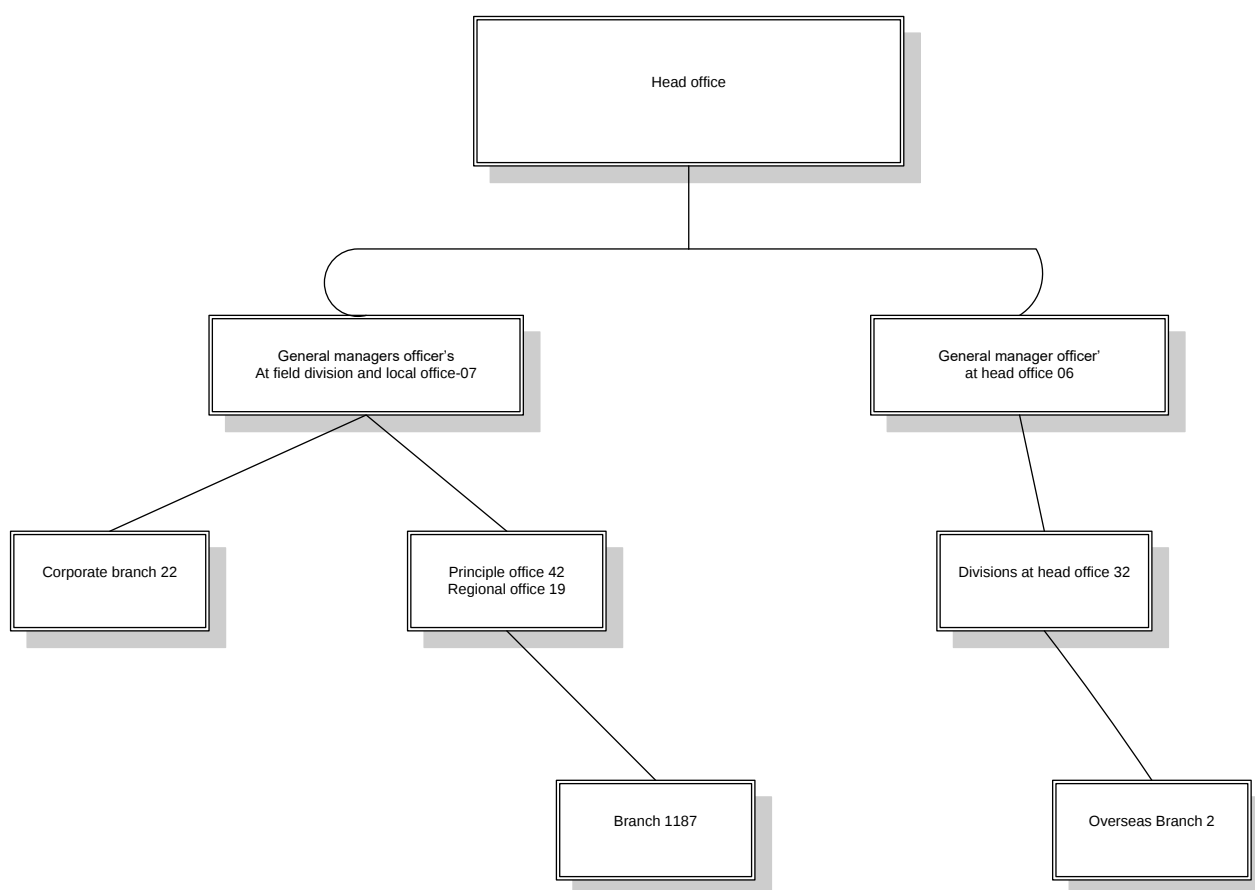


Source: Annual Report

2.9 Office Structure:

Sonali Bank is the biggest nationalized business Bank country. It has broadened 1203 branches all through the nation and abroad (2 in India), There are two Sonali trade organization consolidated (SECI) in USA and there are at arranging stage. Any individual can move his cash from USA to Bangladesh through SECI inside 24 hours. The administrative center of the Bank is situated at motives commercial area. Dhaka which is the controlling settle. It has seven GM workplaces in six divisional base camp and 42 head workplaces and 19 territorial workplaces. Head workplaces is DGM and Provincial office is going by AGM.

The authoritative graph shows the hierarchical construction and the line and staff the executives of the bank. There are 41 Divisions and 59 Division is the administrative center. Every Division is going by DGM and every Office is going by AGM. Contingent upon the size and nature of the branch, head the branches.

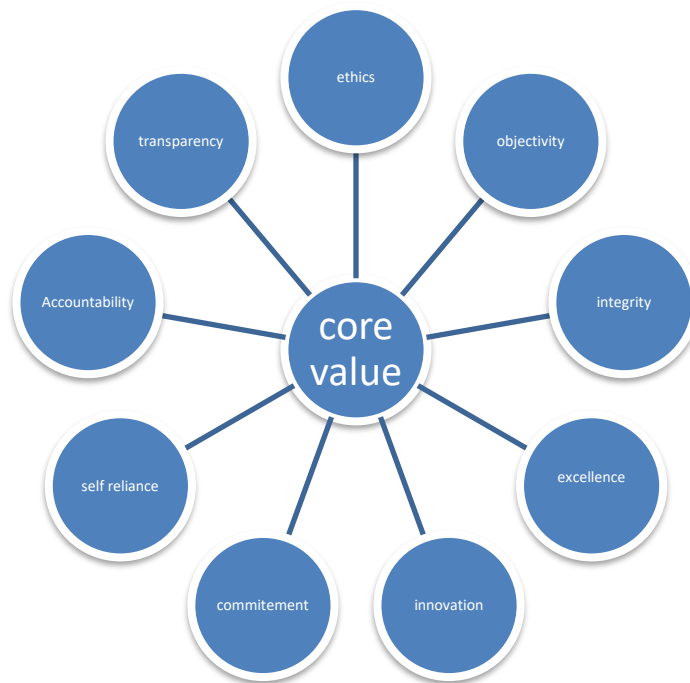


Source: Annual Report

2.10 Core values

Sonali Bank Limited's essential convictions proposal involves ten key parts. The characteristics would help the bank in seeing its agents to work altogether towards accomplishment of dispensed commitments and commitment with respect to achievement of needed targets.

Collaboration: Unobstructed accordance, conversation & association among all specialists can sure that unity of exercises & attempts according to intent.



Morality: Everybody should guarantee addiction to moral acts.

Impartiality: Every person must have a clear goal in completing the task.

Honesty: Security & defend clients" deposit benefit is a fundamental part of social believe.

Quality: Excellent execution & suitability are prerequisites to ensure quality support to the bank's vast client base.

Modernism: Fresh & inventive things both are the requirements of the best an open door for which ceaseless activity arranged investigations are done.

Commitment: Every representative is determined to make sure the satisfaction of his esteemed clients.

Independence: Every employee should have loyalty to the bank and increase the prosperity of the bank with his conscience.

Clearness: All information, except highly confidential information, should be kept open, so that the associates can provide proper assistance regarding the operations of the bank and get a good idea about the bank.

Liability: Each representative is responsible to each other for their activities and they will depend on each other to achieve anything.

2.11 Sonali Bank Limited at a Glance:

Some notable features of the bank are as follows:

Table 03: Ranking status

Country rank	1(one)
Asian rank	282(Asianweek, September 14, 2001)
World Rank	925(The Banker's Almanac, Volume-3, July 1999)

Branches & Subsidiaries:

1. Total No of branches:	1203
a. No of Foreign branches:	2
b. No of Local branches:	1201
c. No of Rural branches	857
d. No of Urban branches:	344
2. No of Regional Offices:	19
3. No of principle Offices:	42
4. No of G.M. Offices:	10

2.12 Representative Officer:

1 (One) in Jeddah, 1 (One) in Riyadh and 1 (One) in Kuwait.

Correspondent:

Table 04:
Horizontal comparison of
Sonali bank limited overall activates
For the year ended 31 Dec, 2020

SL No	Particulars	Tk-2019	Tk-2020
1	Paid-up capital	11,250,000,000	
2	Total capital	-3,345,095	44,208,881
3	Capital surplus	(38,751,675)	9,121,451
4	Total Asset	753,949,686	696,192,109
5	Total Deposits	599,293,702	533,192,167
6	Total loan and advanced	378,145,056	345,991,349
7	Total contingent liabilities and commitments	198,936,405	148,171,704
8	Credit Deposit ratio	63.10%	64.89%
9	Percentage of classification loan against total loan & Advanced	33.31%	17.80%
10	Profit after tax and provision	(31533546)	9957219
11	Amount of classified loans	125,975,200	37,567,700
12	Provision surplus(deficit)	80,000	-----
13	Cost of fund	8.22%	7.05%
14	Interest earning Assets	422,566,563	446,190,709
15	Non- interest earning Assets	331,388,129	249,001,400
16	Return on Investment(ROI)	5.02%	9.24%
17	Return of Assets	-2.86	1.42

18	Income from Investment	10,841,516	7,561,795
19	Earning per sharer	-280.30	180.30
20	Net income per share	-280.30	180.30
21	Price Earnings Ratio	N/A	N/A

Chapter -3

Internship Position and Duties

3.1 Internship Position and Duties Learning Point:

The internship time frame was just three months, so working in time premise and attempted the best for procuring information inside the internship period is divided. Visited the following department offices within the period.

Department	Time Duration
General Banking	20 Days
Foreign Exchange	15 Days
Loan and advances	25 Days

3.2 Carrying Out Duties in General Banking.

A major part of each transaction division is general banking. During the internship time frame I learnt most from this part took care of business in the accompanying segment in general banking Division:

1. Account Opening
 2. Account Closing
 3. Cheque Book Issue
 4. Local Remittance Transaction
 5. Clearing Section
- a) **Account Opening:** Certain information is collected from the client to open a new account, which is accepted for security reasons. Two duplicate visa size photographs with signatures attached, one duplicate of NID card photograph, visa size photograph of the candidate etc..
 - b) **Account Ending:** When a customer wants to close his bank account, he submits an application to the bank authority, if the bank authority accepts the application, charges TK. 200 and closes his record number along with his cheque book..
 - c) **Cheque Serve:** If a client wants to pick up his cheaque book, he should enter his account name and account number along with the client's phone number in the register book. After that the bank authority gives him a fixed date to collect the checque book..
 - d) **Abstraction:** To clear the cheque, the account name, number and signature must be matched with the cheque. If everything is OK then the check is passed..

3.3 Foreign Exchange:

At the point when settlement cash or some other cash comes from the various nations then give a few structures to finish the client's representative.

Fundamentally, I have finished the work credit and advances the data's are as per the following.

3.4 Loan and Advances

Principles of General Advance

1. Classification of General Advances
2. Loan Assent system
3. Selection of the Borrower
4. Verification of the primary securities
5. Requirements of Credit Proposition
6. Disbursement of Loan
7. Restrictions
8. Sanction of Credit
9. Hypothecation
10. pledge

Chapter -4

Loan and Advances Operations of

Sonali Bank Ltd.

4.1: Credits & Advances:

SBL is one of the banks in the banking sector of Bangladesh, for the economic prosperity of this country, SBL Bank plays a major role in the development of agricultural products, industrial products and trade. With 45% of all financial transactions executed with SBL, it is observed that SBL plays an important role in keeping the country's financial cycle moving. Apart from this, SBL is keeping pace with all the administrative procedures to maintain its trailblazer position in expanding the progress of government agencies, area partnerships and confidential efforts. The bank empowered the government. Most of the financial lending of any educational institution is done through SBL. There has been a perceptible pace in the subsidy regime and the amount and interest paid over the past few years.

SBL kept on expanding its loaning activity in the useful and need areas both public and confidential covering farming, industry, exchange and business. All out credits and Advances of the Bank remained at Tk 168,283,031,000

The giving of Advances is one of the principal components of a bank and a Bank's fortitude relies impressively upon the nature of its Advances and the extent they bear to the all out store. In spite of the fact that receipt from Trade, Commission and Bank's Charges contribute a considerable measure of the benefits of Business Bank, its profit are for the most part gotten from revenue charged on credits and limits. A shrewd and judicious concerning Advance is, in this way, considered a significant area rousing trust in the contributors and clients of a Bank. According to essential standards or sound loaning which every financier observes while thinking about a development proposition.

4.2: Standards of General Advances:

The general advancement principles of any financial institution's board system need to be very specific. It requires to have specific acknowledged principles and adaptability with the goal that the arrangement can change in various real factors and circumstances. In addition to L.C. Mathur says that "the normal development of a bank is to provide credit to a reliable ideal client, where the client has sufficient experience in repaying the loan, will make proper use of the money received and will be repaid within a reasonable period of time. Receipts or disbursements which play a role in the development of the bank. will".

To acknowledged principles connect with wellbeing, Liquidity and benefit of the development while the unique variables relate so angles like entity and expand. The head office issues a general standard on advances. The policy is laid down from the higher office as to how the range of transactions shall be, how officers and representatives should be governed by standards or how truth, equity and premiums of the bank's investors and investors shall be protected. Strict adherence to government financial regulations and guidelines is included in this. Guidelines issued from time to time by the Head Office of the Central Bank of Bangladesh affecting the Bank's business practices. Be that as it may, security, liquidity, soundness and productivity depend on the means

of credit activity. On the nature of judgment to be exercised by the settlement officers in regard to the choice of loan.

4.3: Typical progression characteristics:

A bank is a financial organization, but also a service organization. There is a certain limit for collection and repayment of credit from the bank which is fixed by the bank. Banks provide loan support to their customers by pledging various unused properties, which indicates a service aspect of the bank. SBL provides loans to customers in various ways, for example, cash credit, deposit overdraft, small and medium credit, sales advance, purchase and bill related, building purchase and construction and representative loans etc. SBL makes cash payments from financial backers repayable over fixed periods based on the requests of their clients. Since the assets are often unusable, the bank allows its clients to utilize their assets by providing loans.

4.3.1: Cash Credit:

Cash credit is very common in the banking sector, it is a scheme by which the client is allowed to get a certain amount of cash. This is the official plan and the client has to draw the whole immediately in force, but draw the total when required. Any flood can return the total, which it can find. Along these lines, cash credit is an efficient and reliable cycle in which stores and withdrawals continue simultaneously. Premium is tekene exclusively for all out and full charges. The overall support cost is 16%. This is done in the same way as a record that an overdraft has been approved. CC accounts, all things considered, are remembered in an alternative record. If the basic confirmation is reasonable, there should be an event of cash credit, goods & things. It is one of the most numbered by Goliath businesses concerns. Consider the benefits that a client will not have to move immediately. A clients pay, in full or to some extent, the total higher level whenever his convenience. There are two types of money credit, for example:

I: Conjecture

Ii: Commitment

4.4: All out Credit Line:

In spite of the open area there are various types of progress in terms of loans under the broad development category..

- Synthetic industry: it remembers the cleanser for and compound production line.
- Agricultural products and oil products, plants: capital is provided to keep these things running.
- Steel related products and these products are provided with capital related to design.
- Stows away and skins: Here it assent and handling.

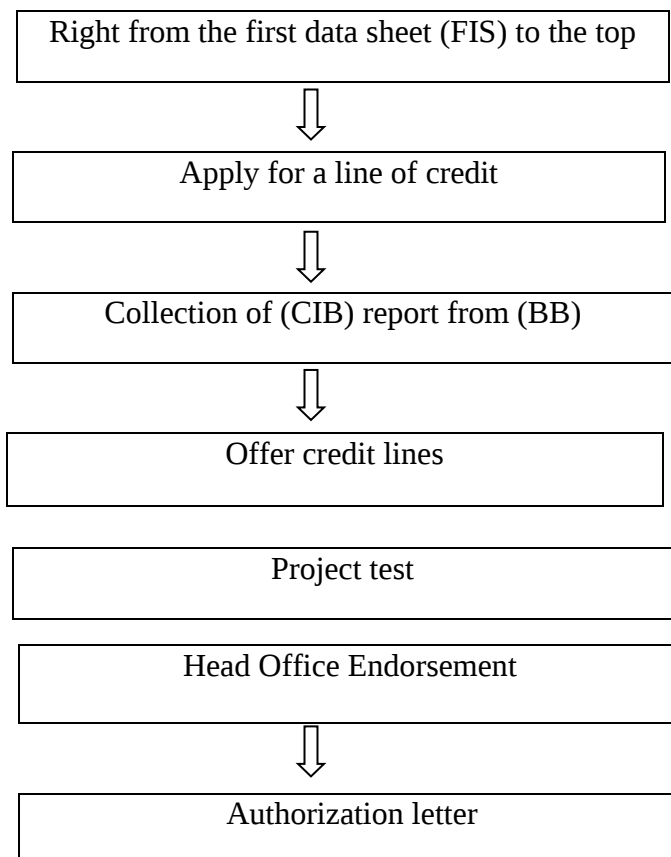
- House Building Credit: It is an important loan in terms of overall loans. Additional money was paid after credit to the infrastructure cash association.
- Mainly Advances: Both money credit and individual are supported in private fair industry.
- Turning Plant: Here likewise cash loans and separate developments are sanctioned as necessary financial assistance.
- Credit to material factories.

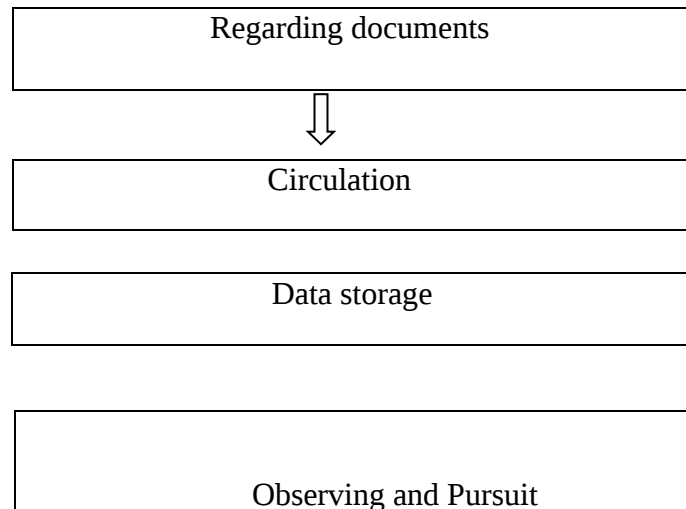
4.5: Advance Approval Methodology:

The legalization that is advanced must be effective so as to ensure unquestionable encouragement of reimbursement. Banks have a drive to reduce holding stocks or for speculative exercises. There are clear dangers proposed in a category from protected nature or such exchanges. Financier ought to eagerly look at the justification behind the borrower applies a specific reason in like manner. Reason has expected an extraordinary importance in the current day idea of Banking.

4.6 Loan Sectioning Procedure

Accompanying strategy is suitable for giving advance to the client





4.6.1: Borrower's Choice:

Agents will screen and select a good borrower who regularly receives and pays the money, which must be within the specified period. The judicious Financier ought to constantly see foundation, Character, capital, Limit and motivation behind the Borrowers/Business visionaries. Business visionary who doesn't inhabit the directing region and what is societal position. The financier ought to Consider this choose to pay advance to the Business visionaries.

4.6.2: Verification of the Primary Securities:

Whenever a cash loan specialist loans cash, he considers cautiously the progressions of his being reimbursed by the borrower is in this way not ordinarily happy to depend on the commitment of the borrower above however needs some unmistakable security from which he can get reimbursement, on the off chance that the borrower can't meet his commitments. Then Banker additionally, making advances and credits, normally needs to get himself by a solid security is considered as protection to flop back upon in the event that or crisis. Bankers might understand it and repay themselves in the event that the all-around determined and most certain source or reimbursement out of the blue falls flat. A development is conceded close to a decent investor on own Legitimacy's to express with due respect to its security, Liquidity reason and so on and caring for into the personality of the borrower and not on the grounds that the security is great.

4.6.3 Confirmation of the Social Security:

Make sure security is a security, moving from one location downwards. For the most part a branch boss needs to see confirmation of the protection insurance the bank has taken from the borrower. A branch boss should confirm:

- Area
- Ownership
- Circumstance
- Current market price
- Force may offer deal value security such as sink security to be discharged and returned.

4.6.4: Necessities of Credit Proposition:

The following things are supposed to set up a credit consultation:

- Credit Placing (Four duplicates).
- Photo & instructive Authentications (Four duplicates).
- Necessary documents according to responsibility for firm.
- Booked of Home loan properties and important papers.
- Identity Certificate & Exchange permit.
- No objection letter from his boss (assuming he is a government representative)
- Announcement of Unmistakable/immaterial resources/responsibility.
- Authentic deed of land / filling as surety security.
- No protest letter from regular department.
- Letter of approval from the Master concerned on the groundwork of the attempt.
- Receipt of current year charge portion of affiliation board.
- Thistle less authentication of 12 years structure Sub-register office.
- If there should arise an occurrence of BUSIC, genuine allocation and ownership letter is required from BISIC.
- Documental proof for benefit pays and declaration of Duty Installment.
- Structure of any protest letter to Govt. or other force about the land on the other side
- Loan security is given to the bank which is backed by energy.
- For situation of Organization Validated replicated s of Notice of Articles, Articles of
- Affiliation, Declaration of consolidation, beginning of business.
- Record of last three years valuation facility and incident of any of his ongoing business.
- Explanation about the spring of its own value.

- Plausibility study/Feasibility investigation of the venture from various viewpoint like specialized
- The board, socio-practical, Affordable viewpoint.
- Sensitive sheet (counting stock, detailed assurance) should be submitted anyway the neighbor intends.
- Consent letter from PDB/REB/GAS/Electricity Authority (if important).

4.6.5: Disbursement of Loan:

Premature settlement should be done after confirmation of the terms and conditions to support against moving the huge value by the end documentation and maintenance put down. The part against importation shall be made by way of an open or irrevocable L.C leaning towards the new issuer on execution or planning. Adjacent gear and against building headway disbursed staff shall be made on inward L/C at any rate. Each season of the borrower will be supervised by the bank official with the objective that the borrower is given the level of redirection assets for any place, other than the undertaking in regular clarifications and the season of undertaking must be genuine and convincing for the top of the borrowers. or work on time. There are three basic variables in improvement guidance from a holistic perspective, for example:

- Completion of documentation.
- Stock check.
- Gathering all documents

4.6.6: Management:

Management heads part of the credit/embrace and allocation process. Since, the bank ignores to see the real borrower that there is a risk of money % to orchestrate this turn of events. Similarly, the bank will generate total odds. In these special circumstances, the Head of the Branch shall rehearse his practical and actual case of advance payment by himself or by other competent authority. Recognizing these requirements by the Central that he is the underpinning of the Bank, and that the general progress of the Bank depends in a degree on him, the whole place of his business to the local public is to the organization as productive of a strong branch head, but no one has some command over the advance reasonably to save the bank in the event of collapse. . The entire central report is properly attacked in roaming and definitely executed by the borrower. He has been gathering about going along with things:

- Overdrawn in case of records entered by persons other than the actual borrower.
- It should be seen by him that the improvement does not defy the guidelines framed by Bangladesh Bank or the presence system of the bank.
- Security is specifically considered and successfully lured.
- Appropriate capacity and authority are made.
- Specified edge is kept up with.

- Adequate assurance, where major taken.
- Stock has reasonable turnover.
- Practice of client accounts.
- Record reconciliations are particularly close to or exceed drawing limits or there is no respectable turnover.
- Harmony is lifeless.
- Checks drawn by the party are continuously denying money related positions.

4.6. 7: Limitations:

General progress is limited to accompanying areas:

- Turtle poaching
- Deer calf skin
- Snake calf skin
- Collection of elephant tusks
- El fish & So on.

4.6.8: Approval of Credit:

To disburse the loan a branch boss prepares a letter for all arrangement purposes of the loan, called advance approval. The conditions attached to the credit support are stipulated:

- Essential Protections.
- Guarantee Protections.
- The Pace of Interest.
- Expiry Date.
- Reimbursement.
- Documentation.
- Others Condition.

4.7 Recovery:

Advanced is such sort of arrangement that its clients are repayable this either on demand at the expiry of fixed period or according to reimbursement plan settled upon while giving. In the event that a credit is repayable portion isn't replayed on dew date overdraft and credit are legitimately repayable on request, albeit the bank rarely extract the ride yet in specific client. For the situation, when the credit is repayable in portion, bury advance generally become, revoltingly recoverable of at the choice of the bank.

Note: Don't shown recovery rate in light of the fact that my perception period is most recent three months. Furthermore, bank goes to recuperation at a specific time of the Year.

Steps of Recovery Process:

- **Taking Normal Steps:** The recuperation unit will make ordinary steps, as actual agreement with the borrower's letters for adjustment of all arranged loan.
- **Notification:** On the off chance that any borrower's neglected to do with a predefined a last notification followed a lawful notification served.
- **Leg Action initiation:** Regardless of whether no viable outcome is accomplished is legitimate is to be invited throw the bank board attorney's taking consent from the administrative center under arrangement regulations.

Function recovery unite

- Decide account activity or system.
- Purse all choices two expansion.
- Guarantee making sufficient and opportune credit misfortune arrangement according to Bangladesh Bank's standards.
- Normal audit of all characterized nearby records.

4.7.1. i Hypothecation:

In the event of "hypothecation" the belonging on the off chance that products not moved to the Bank and in this way such all advances can consequently Primarily/in this manner the principal shall be paid to a person whose trustworthiness and credit the money is in full confidence of the financier " Hypothecation" is ordinarily went with home loan of steadfast properties.

Cash Credit is the most cherished strategy for getting by shippers, industrialists, Agriculturalists & Hence to meet their working capital requirements. Such offices are reliably linked together against the liability of things, products and goods, the arrangement of roughly parts of which and things constantly upset, challenging for the bank to control such charges; hence "hypothecation" work environment is allowed to them. Little vendors and little industrialists who cannot offer their stock are indistinguishable to ensure that stock can be estimated in their stores. Ownership of this hypothecation & responsibility for stock stay with the borrower regardless of the way that by morals of the "hypothecation" understanding. The bank can guarantee the product accepting there borrower defaults.

ii: pledge:

In case of "promise" responsibility for stock is passed on to the bank for instance Broker. It is thusly, considered to be the most gotten sort for repays. CC is against the responsibility of things in his belief sense. This is an alternate record. Furthermore, the things record, go-down register is created based on the development request given by the banks and the items are moved at any rate

which invoices the borrower separately. The person who transfers the item is called the pledgor (party) and the person to whom it is transferred is called the promisee (investor).

4.7.2 Overdraft:

In the event of Advanced sanction via overdraft, the client is endorsed a limit up to which he can overdraft his ongoing record a specified period. This is a fluctuating record here yet to be determined at some point might be in credit and at some point, in charge and overdrawn sum should constantly stay inside as far as possible. From the client point of perspectives this plan is advantage as he is expect to pay interest on the sum really utilized by him.

Overdraft offices are by and large award to business for development their business against protections of stock in exchange, shears debenture, government promissory note, fixed store, life coverage arrangements, objective and Gold ornamented. For some situation, where the overdraft is permitted with no different protections expect individual protections of the borrower and financing cost variable. Such as:

4.8 Analysis:

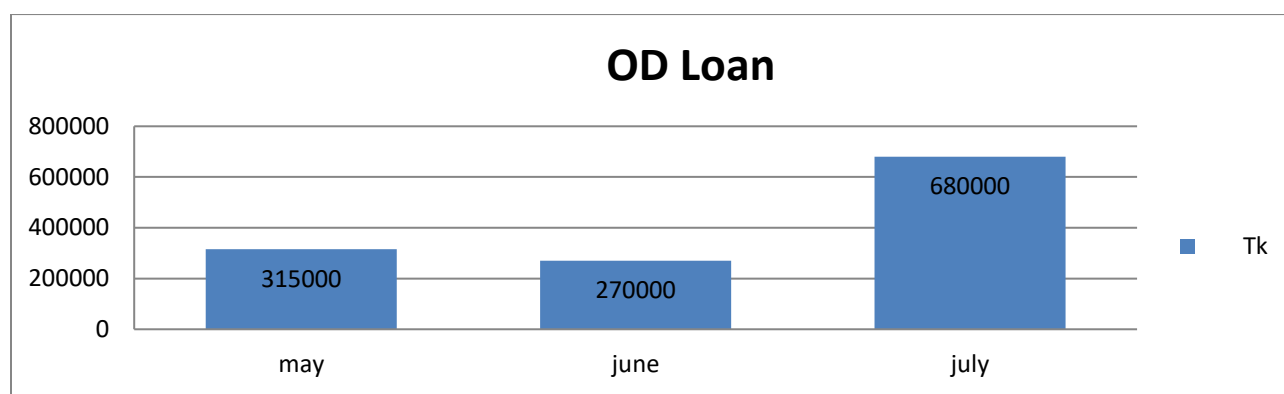
Last three month overdraft loan distribution of this branch is given below.

Table no 05:

Overdraft loan distribution (OD)

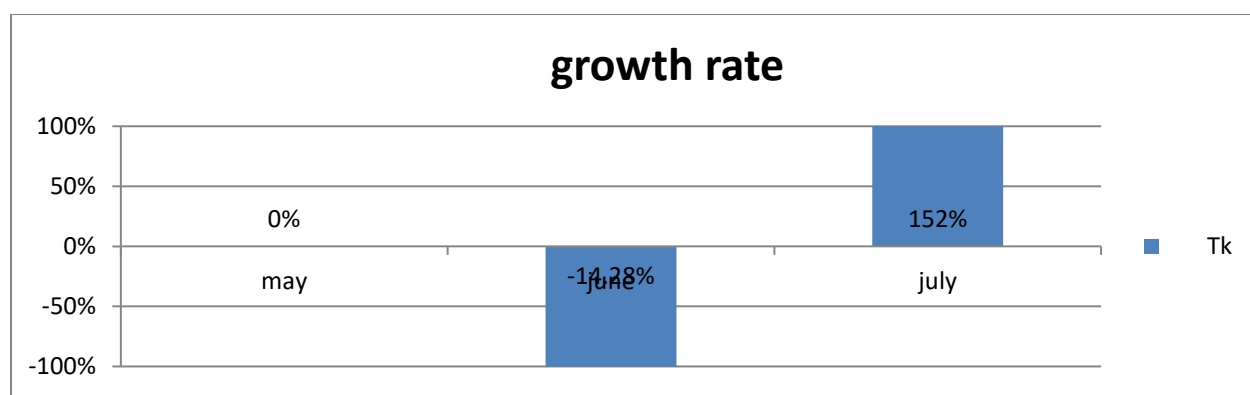
Month	Tk	Growth
May	315000	0%
June	270000	(14.28%)
July	680000	151.85%

Graph: overdraft Loan Distribution



Source

Graph: overdraft Loan Growth rate



Comments

The underlying month May development rate is nothing on the grounds that was no earlier month date to compute the development. Anyway, in June the development rate diminishes (14.28%). The resulting month July Development rate is increment 151.85%. Which demonstrate that the branch has increment pattern in overdraft credit dispersion.

4.8.1 Customer Credit:

Innovative improvement all over the planet is increments step by step. In any case, the per capital pay limited the client for getting a charge out of such improvement. In Bangladesh a large portion of individuals are remaining underneath the base stander of living. Thus, they can't necessarily in all cases do anything they like PR they can't buy anything they desire. For instance, in the event that we see the TV or client market, we will view as an immense express behind this. Then again, it is very to live without TV now daily .to tackle this issue, different business bank offering different kind of credit to the client so they can partake in this development and fixed an extremely simple portion cycle to reimburse that cash. Sonali Bank Limited additionally offering advance calling client credit conspire in different sort of merchandise like TV, cell phone etc.

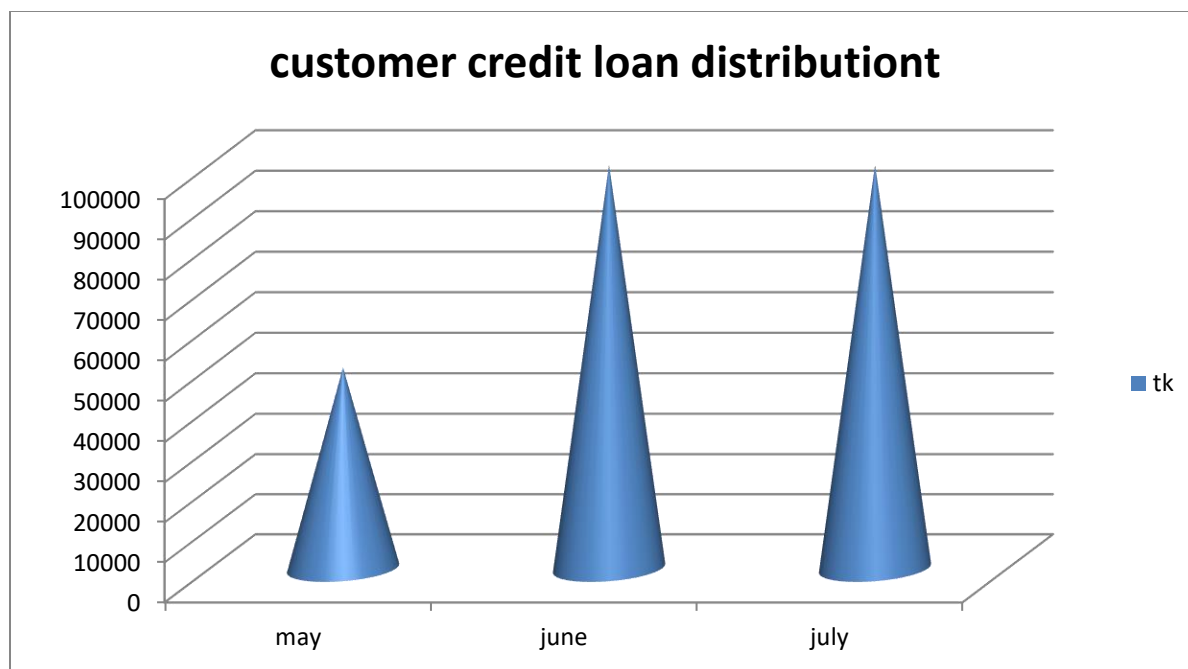
17% interest is allowed in this scheme.

Last three month **Customer credit** loan distribution of this branch is given below.

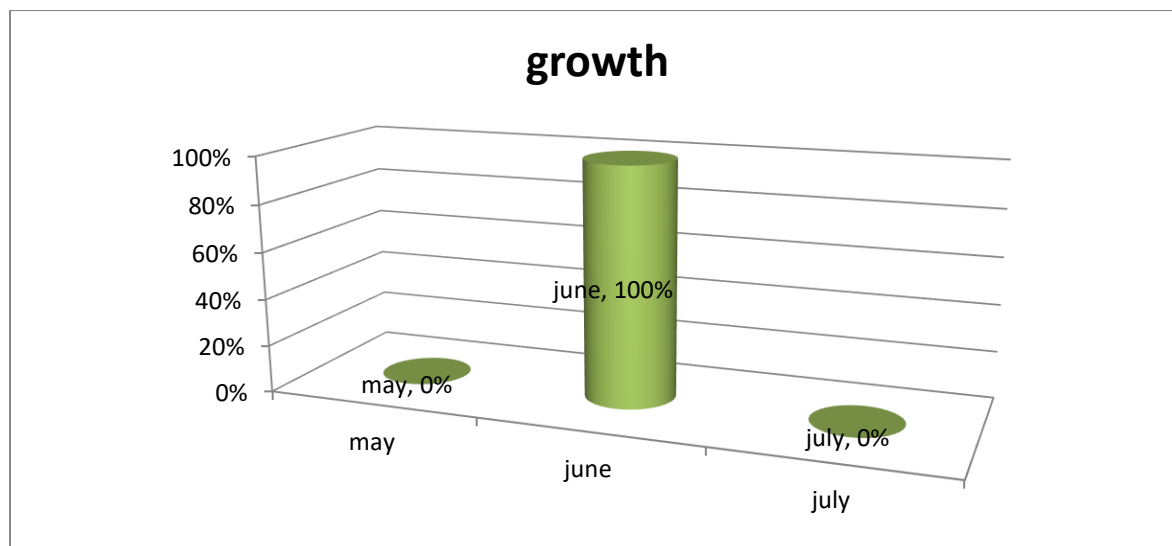
Table6: Customer credit loan distribution

Months	TK	growth
May	50000	0%
June	100000	100%
July	100000	0%

Graph: Customer Credit Loan Distribution TK



Graph: Customer credit Growth rate



Comments: The underlying month may development rate is nothing since there was no earlier month information to compute the development. Anyway, in June tare increment 100%. The resulting month July development rate is nothing a result of lack of information. Which shows that the branch has a fluctuating track in client credit distribution.

4.8.2 FDR Against Loan.

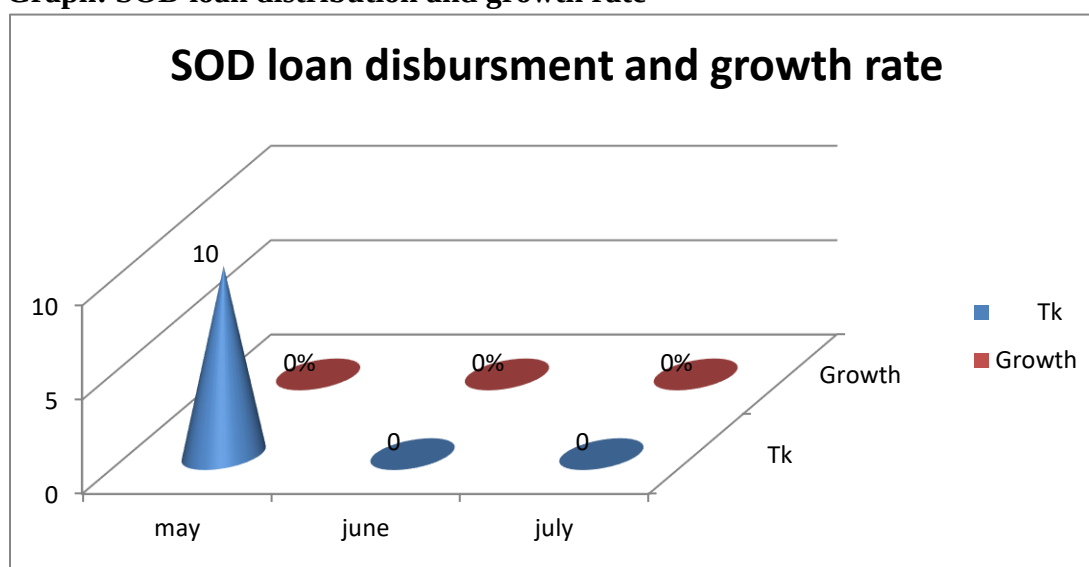
Keeping edge 10% presumptive worth, bank give credit against 90% of leftover FDR pace of revenue is presently 16% up to 20% which is designate from quick july'97. It is a brief time frame advance for year. It's one sort of (SOD) Squired overdraft loan.

Table 7

Squired overdraft loan disbursement

Month	To	Growth
May	1000000	0%
June	0	0%
July	0	0%

Graph: SOD loan distribution and growth rate



Comments

The underlying month May development rate is nothing on the grounds that was no earlier month date to compute the development. Anyway, in June, the development rate diminishes 100 percent. The ensuing month July Development rate is additionally nothing a result of the deficiency of information. Which demonstrate that the branch has a no SOD and development.

4.8.3 Staff Loan

Bank gives this advance as indicated by the grate of the staff for their lodging reason, buying bike, kid instruction, and wedding function & so on. Its pace of interest is 5% in Fir mate corporate branch as of now dispense among the staffs and among this sum, as per Advance Division.

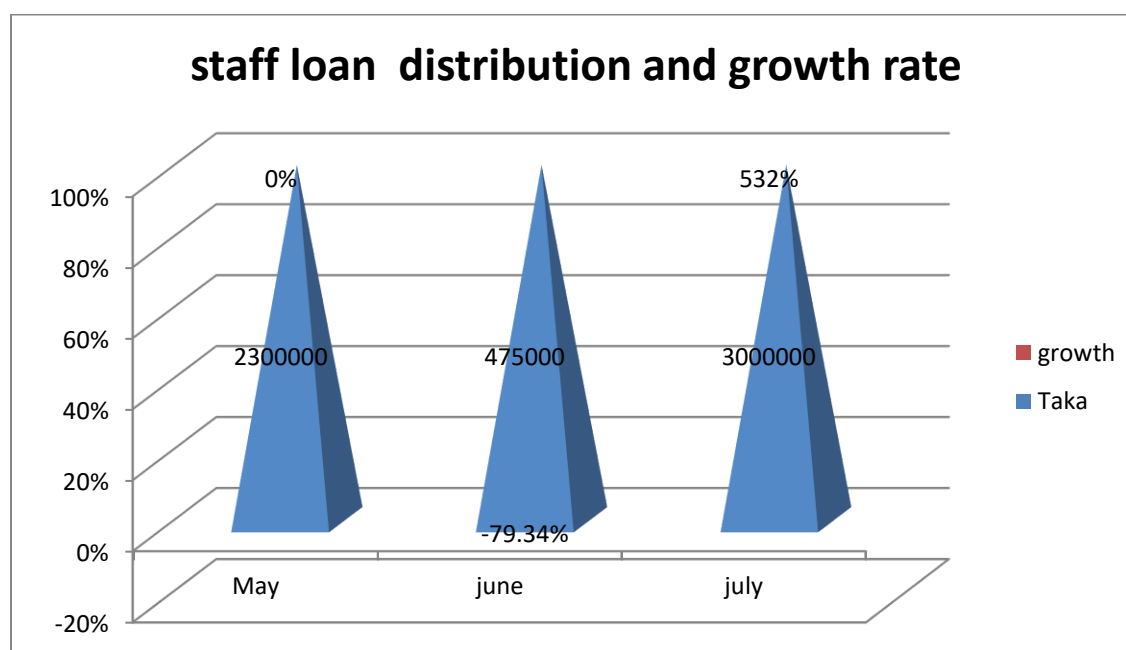
Last Three month staff loan distribution of this branch is given below:

Table no: 8

Staff loans distribution.

Month	Taka	growth
May	2300000	0%
June	475000	(79.34%)
July	3000000	532%

And 5, 00,000takawaiting for sanction in



Distribution and growth rate

The underlying month May development rate is nothing in light of the fact that was no earlier month date to work out the development. Anyway, in June the development rate declines 79.34%. The ensuing month July Development rate is 532%. Which demonstrate that the branch has an increment pattern in staff advance dissemination.

Table no: 9

Deposit Type

Deposit Type	Interest rate	Deposit type	Interest rate
SDS	11.50%	DBS	13.50%
EDS	11%	MDS	11%
MSS	11.50%	MES	12.50%

Chapter -5

Findings, Recommendations and Conclusion

5.1 Findings

As a biggest business bank and specialist of Bangladesh bank, Sonali Bank to do different sorts of work without contemplating the benefit. For this district we have seen that now and again bank has doing misfortune we straightforwardly can't say that bank recording misfortune this is happening just for aiding the country.

Overdraft Loan Distribution: The underlying month May development rate is nothing on the grounds that was no earlier month date to work out the development. Anyway, in June the development rate diminishes (14.28) %. The resulting month November Development rate is increment 151.85%. Which show that the branch has increment pattern in overdraft credit dispersion.

Consumer Credited Loan Distribution: The underlying Month (May) development rate is nothing since there was no earlier month information to ascertain the development. Anyway, in (Jun) the development rate is increment 100 percent. The resulting month (July) development rate is additionally nothing a result of the deficiency of information.

Staff Loan Distribution: The underlying month May development rate is nothing on the grounds that was no earlier month date to compute the development. Anyway, in June the development rate decline - 79.34%. The resulting month July Development rate is 532%. Which show that the branch has an increment pattern in staff loan distribution.

SOD Loan Distribution: The underlying month May development rate is nothing in light of the fact that was no earlier month date to ascertain the development. Anyway, in June the development rate diminishes 100 percent. The ensuing month July Development rate is additionally nothing a result of the deficiency of information. Which demonstrate that the branch has a no Grass credit circulation and development.

Then again, we have seen that the profit increasing rate is poor however expanding. The bank is exceptionally fluid and acquire a lot of benefit on proprietor's value. Bank's working proficiency is great.

5.2 Recommendations

As well as completely realized SBL is one of the notable banks in the country. From the little information it's very difficult to give suggestion to such proposals well as laid out bank.

In spite of the fact that Farmgate branch have great sum credit and progressed creating an enormous volume of kept, yet various issue have been directed at Sonali Bank.

- Bank need to expand its unlit of client support in the advance segment.
- Branch ought to be development and expanded in its administration.
- Need to accelerate handling of Credit and progressed
- Individual relationship ought to be work with the advance assents they can be sent different gift things like schedule, journal etc. On various events like Eid, New Year and so on.

5.3 Conclusion.

In spite of tough opposition among bank working in Bangladesh both unfamiliar and local. SBL agreeable advancement in region of its activities and task a noteworthy activity pays over the earlier years. The bank desires to accomplish a satisfactory level of progress in every aspect of its tasks including objective of productivity.

Baking business is a business of trust. Public store their saving in bank expecting that the bank would safeguard their saving through useful loaning. A trick of Trademark kind might have set off alarm among investors loaning to group like pull out of store cash from the establishments concerned.

Time Length isn't adequate for noticing. Also, investigating the board execution of bank and one of its branches. Gathering data for the administrative center and breadwinners' corporate part of Sonali Bank was likewise an inconvenient work.

Loan and advanced is vital for any monetary organization as it age benefit and stuff up financial movement of the country that Sonali Bank Limited continuously attempting to Working on their credit and high-level division for moderation benefit.

Its position as the potential market pioneer in all center areas of banking in the country.

Reference:

- Firmgate Branch 2011, “Loan and Advance transactions files 2012”, SBL Dhaka.
- Firmgate Branch 2012, “Loan and Advance transactions files 2013”, SBL Dhaka.
- Firmgate Branch 2014, 11 month, “Credit transactions files 2012”, SBL Dhaka
- Previous survey report of SBL.
- Background of “SBL Dhaka”, viewed on December 31, 2012
- SBL website link

<[http://www, sonalibank.com.bd/background-of sonalibank.html](http://www.sonalibank.com.bd/background-of_sonalibank.html)>